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**NATIONAL  
COLLEGE  
CREATIVE  
INDUSTRIES**

# SAFEGUARDING POLICY

Approved by Governing Body October 2018

## Introduction

Everybody has the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. This means especially protecting children, young people and vulnerable adults from physical, financial, emotional or sexual abuse or neglect where abuse includes causing any kind of injury or suffering, persistent emotional ill-treatment, involvement of a child in sexual activity, including access to pornography, failure to meet basic physical and emotional needs and physical violence including domestic violence.

## Definition

A child is legally defined as 'any person who is under the age of 18 years'. The definition of a vulnerable adult is 'a person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation<sup>1</sup>.

This may include a person who:

- Is elderly and frail
- Has a mental illness
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

## What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms:

- Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, neglect or abandonment
- Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- Emotional/psychological abuse e.g. intimidation, bullying or humiliation
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition

## Safeguarding in specific circumstances

### Preventing Radicalisation

National College Creative Industries is clear that extremism and radicalisation should be viewed as safeguarding concerns. We value freedom of speech and the expression of beliefs and both pupils and adults

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<sup>1</sup> Source: WHO DECIDES Lord Chancellor's Office (1997) quoted in No Secrets Department of Health (2000)

have the right to speak freely and voice their opinions.

- Extremism is views and actions that promote: 1) violence against others 2) hatred towards others 3) undermining the rights of others
- Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

From 1 July 2015 schools are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.

### **Child Sexual Exploitation (CSE)**

We recognise that child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

We will consider the following CSE indicators:

- Sexual exploitation can take many forms ranging from the seemingly ‘consensual’ relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.
- The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops.
- Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber bullying and grooming.

However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of abuse.

### **Female Genital Mutilation (FGM)**

We recognise that there is a range of potential indicators that a girl or young woman may be at risk of FGM. We recognise that this is a mandatory reporting duty from October 2015.

If staff have a concern they should follow the school safeguarding procedures and local protocols for multi-agency liaison with police and children’s social care. Further advice is available through Multi-Agency Practice Guidance.

We will ensure that we also raise awareness in other specific areas of safeguarding and provide opportunities to learn about the following:

- Child Missing from Education
- Bullying including Cyber bullying
- Domestic Violence
- Use or abuse of drugs
- Fabricated or induced illness
- Faith abuse
- Forced Marriage
- Gangs and Youth Violence
- Mental Health
- Private Fostering
- Sexting
- Teenage relationship abuse
- Trafficking
- Sexual Violence and Harassment (with regard to KCSIE 2018)

## **Policy Statement**

The National College of Creative Industries is fully committed to providing a working and learning environment that is free from abuse and harm. It will actively promote a free and safe culture within all of its work and learning environments by, clearly identifying and communicating the roles and responsibilities within the organisation for safeguarding, having clear audited procedures in place, training all staff in safeguarding procedures and by allocating sufficient resources to safeguarding, applying a zero tolerance to any form of abuse and harm. It expects all governors, staff and volunteers to share this commitment.

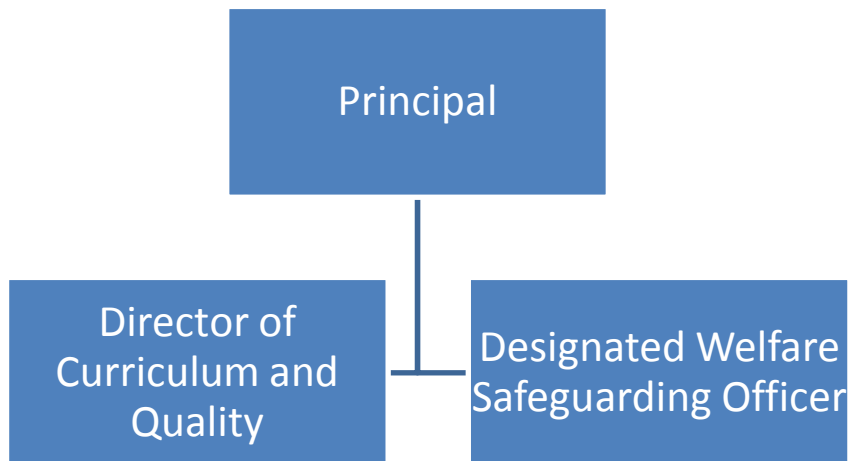
Our Safeguarding policy is written with due regard to the national guidance published by the Department for Education entitled "Keeping Children Safe in Education" for our 16-18 learners and will be reviewed each time any subsequent guidance is issued by the Secretary of State.

Owing to the nature of the day-to-day relationship students have with staff; all adults working in the college are particularly well placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm. We understand that harm means the ill-treatment or impairment of a person's health and/or development, including that caused as a result of witnessing the ill-treatment of another person and we understand that not all people will choose to talk, but may communicate through different ways. We will always be aware of and alert to any possible indicators that someone is suffering harm. Furthermore, people with SEND are at significantly greater risk of physical, sexual and emotional abuse and neglect than non-SEND (Sullivan, Vernon and Scanlan 1987). All stakeholders need to share and build on existing knowledge and good practice and work together towards ensuring equal protection for SEND students. There is a need to:

- Raise awareness about the abuse of SEND students and challenge attitudes and assumptions that act as barriers to protection
- Promote safe and accessible support in college
- Raise SEND students' awareness of abuse and ability to seek help

## Organisation

### Safeguarding Management Structure



### Designated Safeguarding Officers (DWSO)

The National College of Creative Industries' Designated Safeguarding Officers are Luke Holland and Elaine Kelt.

## Roles & Responsibilities

### Governors

The Governing Body is responsible for setting policy and to ensure its effective implementation. In line with best practice the National College of Creative Industries has appointed a Lead Governor for Safeguarding

### Principal

The principal will:

- Allocate senior manager responsibility for Safeguarding
- Ensure Senior Managers understand their responsibilities and accountability with respect to Safeguarding
- Make Safeguarding a standing agenda item at Senior Management team meetings
- Ensure regular SMT meetings take place
- Ensure the Safeguarding policy is regularly reviewed and reports are made to the Governing Body

### Director of Curriculum and Quality

The Director of C&Q will:

- Be responsible for ensuring there are current Safeguarding policies and procedures in place
- Undertake regular review of Safeguarding policy and procedures
- Monitor legislative, regulatory and funding compliance requirements and ensure the Safeguarding policy and procedures are compliant with the needs of all stakeholders
- Ensure Safeguarding policies and procedures are communicated to all staff to ensure they have a clear understanding of their roles and responsibilities with respect to Safeguarding

- Ensure staff they manage have undertaken Safeguarding training and demonstrated their understanding.
- Ensure all Safeguarding incidents are investigated control measures implemented to prevent any recurrence

### **Designated Safeguarding Officer**

The DSO will:

- Ensure that all policies affecting staff are referred to in the Employee Handbook and that these meet legal and regulatory compliance requirements
- Maintain records of all Safeguarding training undertaken by staff and advise line managers of staff who have not completed Safeguarding training
- Provide additional training where required
- Work with identified individuals at Thurrock Council to ensure compliance with their procedures
- Work with the Head of Q&D to maintain and update Safeguarding policy and procedures
- Undertake DBS checks of all staff as they join the company and maintain a record of these
- Liaise with external agencies as required in dealing with Safeguarding incidents
- Work with the Head of Q&D to ensure all staff have a clear understanding of their roles and responsibilities with respect to Safeguarding
- Act as first line point of contact for dealing with Safeguarding incidents

### **Staff**

Safeguarding is everybody's responsibility. All staff working with children, young people and vulnerable adults will receive annual training adequate to familiarise them with safeguarding issues and responsibilities and NCCI procedures and policies.

All staff will:

- Promote a safe learning environment
- Immediately report to their line manager any concerns they may have concerning the vulnerability, safety or welfare of any individual
- Adhere at all times to company policy and procedures relating to Safeguarding
- Undertake training as required for their role

### **Safeguarding Procedures**

#### **Safer Recruitment**

The National College of Creative Industries follow a safer recruitment procedure, and this will be adhered to in the appointment of all staff. No new member of staff must be allowed to work with learners on their own until they have been fully vetted in accordance with NCCI recruitment policy. NCCI follows the statutory guidance for schools and colleges on safeguarding children and safer recruitment. (Keeping Children Safe in Education: For schools and Colleges 2018) and includes, for example, the completion of an enhanced DBS check where required. All new staff will complete an online Safeguarding course within their induction period.

## **Pre-induction workplace risk assessment**

All workplaces that will host a learner (e.g. Apprentices) will be risk assessed in accordance with the company's Health & Safety Policy and Procedures

## **Induction**

At induction, all new learners will receive a summary of the policies and procedures in place to protect them whilst in our learning centres or out on work placements via the learner handbook. A full copy is available on request.

## **On programme**

All Assessors should report any learners they consider to be at risk to the Designated Safeguarding Officer or the Deputy Safeguarding Officer. Additional support should be provided to these learners to ensure their progression and to confirm their health wellbeing and safety.

## **Dealing with incidents**

Any incidence or alleged incidence of abuse whatever the nature must be immediately reported to the Designated Safeguarding Officer who will put in place preventative measures to stop any possible abuse from continuing. The Designated Safeguarding Officer will ask that an incident report form is completed (**See appendix 1**) The DWSO or Deputy DWSO will undertake an immediate formal review and put in place actions to resolve the issue in the long term.

If a staff member has been told about an allegation of abuse in confidence, they should advise the person making the allegation that they are required to report the matter to the Designated Safeguarding Officer or Deputy DWSO. (**See appendix 2**)

Once an incident has been reported to the Designated Safeguarding Officer, this person will arrange a meeting with the person making the allegation. The DWSO will determine:

- The scale of the abuse
- The risk of harm to others
- The capacity or competency of the learner to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue to Social Services the Designated Safeguarding Officer will do so following the specified actions (**see appendix 3**). If concerns are related to an allegation against a member of staff, if necessary, the LADO will be contact. The LADO for Thurrock can be contacted on 01375 652 732.

In emergency situations (e.g. where there is the risk or occurrence or severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the Designated Safeguarding Officer will contact the emergency services.

Where a crime is taking place, has just occurred or is suspected, the Designated Safeguarding Officer will contact the police immediately.

## **Contacts**

### **Designated Safeguarding Officer**

Email: Luke.Holland@creativeindustries.ac.uk

Mobile: 07894 566 859 or 020 3675 6750

### **Deputy Safeguarding Officer**

Email: Elaine.Kelt@creativeindustries.ac.uk

Mobile: 07445 278 716 or 020 3675 6750

### **Other useful contacts**

Samaritans 08457 909090

Victim Support 0845 3030900

Childline 0800 1111

NSPCC 0808 800 5000



## Appendix 1

# Safeguarding Incident Report Form

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**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Name of person completing Form:** \_\_\_\_\_

**Role (e.g. tutor)** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Description

Briefly describe what happened including dates and times. Continue overleaf if necessary.

## Names and contacts of witnesses:

**Name:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_

## Action taken

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 2

### Dealing With Disclosure of Abuse

#### Procedure for Reporting Concerns

The procedure below has been adapted from guidelines provided by Hampshire LA.

**If a child, young person or vulnerable adult tells a member of staff about possible abuse:**

- Inform the individual that you must pass the information on, but that only those that need to know about it will be told.
- Inform them who you will report the matter to.
- Listen carefully and stay calm.
- Do not interview the individual, but question normally and without pressure, in order to be sure that you understand what they are telling you.
- Do not put words into the individual's mouth or ask leading questions.
- Reassure the individual that by telling you, they have done the right thing.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the individual said, did and your questions etc.
- Report the issue as a matter of urgency to The Lead Safeguarding Officer (contact details are provided for out of normal working hours support), providing them with a copy of any notes you have made.

## Appendix 3

### Actions when concerns are raised

The following flowchart has been taken from 'Keeping Children Safe in Education.' It outlines actions taken when concerns are raised:

